

## OCLC Interlibrary Loans Processing Overview

1.) At the State Library homepage, <http://library.sd.gov/>. scroll down to the bottom of the page and click on the [WorldCat](#) selection. The following screen will appear, you will need to put your library card number for **borrowing** (not your card that you give students for databases), **215830000####** and your **password** (generally the first word of your school or library name). If you don't know the password, please call the State Library and ask for the Circulation Department.

Barcode:

Password:

3.) When the screen below displays, click on the [“My Account”](#) words on the right side of the screen.

FirstSearch: WorldCat Advanced Search - Microsoft Internet Explorer provided by State of South Dakota

Address: <http://firstsearch.oclc.org/WebZ/FSPrefs?entityjsdetect=:javascript=true:screensize=lar>

Links: 1stSrch ALPH ILL Alph Manual BurReclamationLib CalLibrCat CCC

OC LC FirstSearch South Dakota State Library

WorldCat Advanced Search

- Enter search terms in one or more boxes and click on Search.
- WorldCat Hot Topics: Select a topic to search: ?

Searching Resource Sharing

Staff View My Account Options Comments Exit Help

Basic Search Advanced Search Expert Search Previous Searches Go to page

[screen 1]

4.) The following screen will display, click on the words, [“New User Registration”](#) which are in the middle of the page:

FirstSearch: OCLC User Registration - Microsoft Internet Explorer provided by State of South Dakota

Address: <http://firstsearch.oclc.org/WebZ/FSSaveSearchFrom?saveViewFromPage=general:sessi>

Links: 1stSrch ALPH ILL Alph Manual BurReclamationLib CalLibrCat CCC

OC LC FirstSearch South Dakota State Library

OCLC User Registration

Searching Resource Sharing

Staff View My Account Options Comments Exit Help

Basic Search Advanced Search Expert Search Previous Searches Go to page

Return ?

User Name:

Password:

☐ I agree to the terms and conditions

[Forgot Password](#)  
[New User Registration](#)  
[Terms and conditions](#)

[screen 2]

5.) The following screen will display, you will need to fill in the information required which is marked with an \*, also be sure to put the library name in the first address line plus the library mailing address in the second address line. When you are done you will need to click on the [“Register”](#) button.

\*\*\*\* In the future when using WorldCat, after logging on, you will need to go to the [“My Account”](#) screen (screen 2) above and sign in before starting to search.

## New User Registration

- Enter user information. Fields marked with \* are required.
- Click the Register button to complete the process.

Searching Resource Sharing Staff View My Account Options Comments Exit

Basic Search Advanced Search Expert Search Previous Searches Go to page

Return ? Help

\* Indicates a required field.

Register View our Privacy Policy

\*User Name:

\*Password:

\*Re-type password

\*First Name:

Middle Initial:

\*Last Name:

[screen 3]

6.) After searching and finding the book or item that you want to order, when you click on a specific record a screen similar to the screen below will display. To request this item, you will need to click on the words, " • [Borrow this item from another library](#) (Interlibrary Loan)", which is at the bottom of this example, screen 4.

## WorldCat Detailed Record

- Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.

Searching Results Resource Sharing Staff View My Account Options Comments Exit

List of Records Detailed Record Marked Records Saved Records Go to page

Subjects Libraries ILL E-mail Print Export Help WorldCat results for: kw: milam and kw: county and kw: texas. Record 7 of 219.

Prev 7 Next Mark: ☐

Detailed Record Add/View Comments

**Matchless Milam :**  
history of Milam County Texas /

Milam County Heritage Preservation Society.

1984 A Texas sesquicentennial ed.  
English Book 351 p. : ill. ; 29 cm.  
[S.L.] : Milam County Heritage Preservation Society,

GET THIS ITEM

Availability: Check the catalogs in your library.

- Libraries worldwide that own item: 29
- Search the catalog at the South Dakota State Library
- [Borrow this item from another library](#) (Interlibrary Loan)

[screen 4]

7.) A screen with your registered information will display as in the example below. You will need to click on the, "Submit" button and the request will be processed.

OC  
LC

FirstSearch

South Dakota State Librar

Interlibrary Loan Request

- Fill in the request form and click on **Submit**.
- Labels for any required fields are **\*highlighted**.
- Please read the: [WARNING CONCERNING COPYRIGHT RESTRICTIONS](#).

Hello Bell Jacobsen! (If you are not Bell Jacobsen, [click](#))

SearchingResultsResource Sharing

Staff View | Sign Out | My Account | Options | Comments | Exit |

List of RecordsDetailed RecordMarked RecordsSaved RecordsGo to page

Libraries

Return

Help

Current database: WorldCat

Title: Matchless Milam : history of Milam County Texas /

This service is available to South Dakota libraries. I understand that failure to return library materials will result in loss of borrowing privileges and that a bill will be turned over to SD State Collection Services. There is no charge for this service. Use the TAB key to move between fields. Out-of-state individuals should contact their library. Out-of-state libraries should use the Interlibrary Loan (ILL) systems, forms, and protocols. Failure to return library materials will result in a loss of borrowing privileges and a bill will be turned over to SD State Collection Services.

SubmitClearCancel

\*Your Name:

Jacobsen

Street/P.O. Box:

800 Governors Drive

City

Pierre

State

US-SD

[screen 5]

8.) To view what you have ordered on WorldCat, click on the, "Go to page" and scroll down to, "My Requests" ... see screen 6 below.

OC  
LC

FirstSearch

South Dakota State Librar

WorldCat Detailed Record

Your resource sharing request was sent successfully.

- Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.

Hello Bell Jacobsen! (If you are not Bell Jacobsen, [click](#))

SearchingResultsResource Sharing

Staff View | Sign Out | My Account | Options | Comments | Exit |

List of RecordsDetailed RecordMarked RecordsSaved RecordsGo to page

Subjects

Libraries

ILL

E-mail

Print

Export

Help

WorldCat results for

county and kw: texas. Record 7 of 219.

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Basic Search

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List of Records

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Saved Records

Resource Sharing

My Requests

Matchless Milam :


history of Milam County Texas /

[screen 6]

this step continues on the next page ...

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The screen 7 example below will display what records you have ordered. It will tell you the status of the request and allow you to “Cancel or to ask for a Renewal”.

 **FirstSearch**

South Dakota State Library

### My Requests

- Ask your library staff about the status of any journal requests that are missing from this list. They may be ready for you to pick up.

Hello Bell Jacobsen! (If you are not Bell Jacobsen, [click](#)


Searching


Results


Resource Sharing

[Staff View](#) | [Sign Out](#) | [My Account](#) | [Options](#) | [Comments](#) | [Exit](#) |


My Requests


 Return

 Print

 Help

Records found: 1

 Prev

 Next

Item	Description	Pick-up Location	Status	Cancel/Rene
Request 1	Matchless Milam : history of Milam County Texas / ; [S.l.] : Milam County Heritage Preservation Society, 1984 Request ID: 27372331	Mail it to me	Submitted	<a href="#">Cancel</a>

[screen 7]